



WHO ARE WE?

Arden Presbyterian Preschool and Kindergarten is a non-profit institution founded and supported by Arden Presbyterian Church. All funds earned by the school are reinvested into the school program.

WHAT IS OUR PURPOSE?

We believe that God has given the primary responsibility for the education of children to their parents. He also commanded the church to use its teaching gifts for their development. Therefore, the school should assist parents and not usurp them in carrying out these responsibilities.

We also believe that Christian education should be committed to the development of the whole child: physically, intellectually, emotionally, volitionally, spiritually, socially, and creatively in ways appropriate to his/her age level.

Christian teachers should see themselves as representatives of God in the classroom, motivated to demonstrate God's truth as they teach and live. They should seek to meet the child's individual needs as he/she experiences the joy of growing into the person God wants him/her to be.

GOALS

The children will:

- grow physically.
- grow socially.
- grow in their use of language and ability to express themselves.
- develop thinking/reasoning skills.
- learn to use their senses to appreciate and explore God's world.
- be able to recognize patterns and relationships in their world.
- develop self-help skills and assume more responsibility.
- grow spiritually.
- develop and grow in their feelings of self-worth.

ADMISSION REQUIREMENTS

1. Students of all racial and ethnic backgrounds are welcome.
2. The school is presently unable to meet the needs of severely handicapped students.
3. ALL CHILDREN MUST BE POTTY TRAINED, with the exception of two-year-olds.
4. **August 31** is the birthdate cutoff for each age group.

TOYS FROM HOME

Please do not send toys from home unless it is your child's turn to bring show and tell.

Teachers will let you know when/how to send items.

WHAT TO WEAR

Children should wear play clothes. We use paint, glue, glitter, etc., on a regular basis, and sometimes, clothing gets stained. Comfortable shoes, such as tennis shoes, should be the shoe of choice for playing and exercising.

CONFERENCES

Please contact classroom teachers if you would like a conference. Times should be scheduled before or after school. **A teacher's focus at the start and end of each day should be on the children; unscheduled conferences or lengthy conversations distract her from them.**

LUNCH

Please send in a healthy lunch and/or snack **requiring no refrigeration** each day. Bring a separate sippy cup or water bottle labeled with your child's name and place it on top of the cubbies so that it is always available to your child. Due to the increase in severe nut allergies, we are now a **NUT-FREE PRESCHOOL**. If you would like to send a special snack for your child's class, please contact your child's teacher to arrange a day.

ATTENDANCE AND TARDIES

Attendance records are not kept in preschool classes. Attendance and tardies are kept in kindergarten and sent to your child's next school. The instructional day begins promptly at 9:00. Attendance is taken at that time; any student arriving after 9:00 will be counted as tardy.

BIRTHDAYS

We encourage you to celebrate your child's birthday at school during snack/lunchtime. Please contact the teacher to arrange a date to celebrate. Do **NOT** send invitations to school for parties outside of school unless **ALL** children in the class are invited.

PARTIES

Class parties are planned for Fall, Christmas, Valentine's Day, and Easter. The classroom teachers post sign-up sheets; please choose to help with one.

APPLICATIONS

Applications are available for the following school year once school begins. A non-refundable registration fee holds a spot for your child. Registration is **NOT** automatic; they are new each year. We encourage you to apply early to guarantee your child's spot. Spots are filled on a first-come, first served.

WITHDRAWALS

Please notify us if you must withdraw your child. A **two-week** notice is required in order to receive a full refund of any tuition paid in advance. If two weeks' notice is not given, the school reserves the right to deduct two weeks' tuition from any refund due. No credit is given for days missed.

HEALTH

During the school day, children will have many opportunities to wash their hands—either with soap or hand sanitizers/wipes. Staff will call parents when a child exhibits symptoms of a contagious disease.

For the safety of ALL children and staff:

Please do **NOT** send your child to school if he/she 1) has had a fever, diarrhea, or vomiting in the last 24 hours; wait at least 24 hours **AFTER** symptoms are gone without using a fever-reducing medicine. 2) has any symptom of a communicable disease (sore throat, skin rash, abdominal pain, diarrhea, headaches, body aches, chills, runny nose, cough, etc). 3) is overly tired and not him/herself. 4) if your child has been diagnosed with a communicable disease such as hand, foot, and mouth disease, please do not send your child back to school for at least 7 days after being symptom-free. 5) if your child is prescribed an antibiotic, your child should remain out of school for at least 24 hrs after the first dose

EVALUATIONS

An evaluation covering your child's growth and development is completed and given to you at the end of the school year. Kindergarten holds scheduled conferences in the fall and spring. In addition, a progress report is sent home at the end of the school year.

PROGRAMS

The children learn many songs during the course of the year. We have two special times we invite loved ones to come witness what they have learned - Christmas and the end of the year.

FIELD TRIPS

Field trips may be planned for the fours and kindergarteners and their families. Trips will be planned **ONLY** if all children and a parent (or someone parent-approved) are able to go. Some field trip destinations require a fee.